

TCAP-Alt 2006-2007: Planning Timelines for Portfolio Development Activities

Process Components	August	September	October	November	December	January	February
Collaborate	Schedule regular meetings with instructional team. Ensure that each member understands the portfolio process.		Continue	<u>11/01/06</u> Medical Exemption Request Forms Due at DOE	Team Meetings	Data Period Ends January 31, 2007	
	Data Period Begins First day of School			Instructional			
Student Schedule	Develop and implement	Continuous review for any needed revisions. Implementation.					PORTFOLIOS Shipped for Scoring by February 5, 2007
Student Instruction	Review evidence sheets for required components. Use lesson plans to ensure all necessary information is included.	Implement daily/weekly activities for instruction.	Review student needs. Revise instructional task/methods if needed. Implement.				
Data Collection	Review data collection sheets. Determine best methods for individual students.	Baseline Data Collection Continue chart/graph. Review to determine if any instructional steps need adjustment. Review to ensure high expectations have been set for the student				Revisit/Revise entries. Finalize: Collected evidence Selections of collected evidence	
Portfolio Entries	Devise system for collection and storage of student work related to content areas assessed.	Develop Portfolio Entry plans.	Revisit/Revise Entry Plans	Revisit/Revise Entry Plans	Revisit/Revise Entry Plans	Compile Portfolio	